

OCAT
REPT # _____

OCA 87-2012
18 May 1987

MEMORANDUM FOR:

[redacted]
OP/CARS

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VIA:

David D. Gries
Office of Congressional Affairs

FROM:

[redacted] OCA

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SUBJECT:

Telephonic Coordination of Routine
Personnel-Related Congressional Requests

1. As one solution to ensuring a quick response time for Congressional inquiries, I will coordinate the routine requests with you over the secure line.

2. As Congressional offices assist their constituents in job searches, they check with the Office of Congressional Affairs for applications, status reports and reasons for rejections. In these routine cases, I will check with you or [redacted] to see what response would be most appropriate for each constituent.

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3. Should these cases involve more specialized responses, coordinated within the Office of Personnel, I will forward these to your office.

4. As always, when in doubt, call.

[redacted]
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OCA/Senate, [redacted] (18 May 87)

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